



UNITED STATES MARINE CORPS
HEADQUARTERS AND HEADQUARTERS SQUADRON
FINANCE OFFICE
PO BOX 452009
MARINE CORPS AIR STATION MIRAMAR
SAN DIEGO CA 92145-2009

IN REPLY REFER TO:
FO
01 MAR 03

From: Finance Officer
To: Personnel Officers and Chiefs
Subj: MYPAY PIN REPLACEMENT POLICY
Ref: PAAN 17-03

1. Per the reference, the following issue procedures for PINs in the myPay system are effective immediately.
2. The Finance Office will issue PINs on Tuesday and Thursday from 0900 to 1000 beginning 06 MAR 03. Units should not send more than 30 Marines to the Finance Office for processing. If an entire unit or a group of more than 30 Marines need to be issued a PIN, they must contact the Finance Office to make arrangements for an alternate issue time through GS11 Eric Berger. Each individual Marine requesting a PIN must come to the Finance Office. The Finance Office will not issue PINs using a list submitted by the unit.
3. Marines must present their ID card to the Finance Office to receive the temporary PIN. The temporary PIN will be activated within 72 hours. PINs issued on Tuesday will be active on Friday. PINs issued on Thursday will be active on Monday. Marines will be required to change the issued temporary PIN upon initial login to the myPay system.
4. Questions regarding this policy may be addressed to GS11 Eric Berger at DSN 267-1372.


J.L. Reppert